



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 18.6

**Subject: Personal Property/Accounting System for DCS
Community Residential Facilities**

Supersedes: DCS 18.6, 06/01/98

Local policy: No
Local procedures: Yes
Requires training: No
Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 06/01/98

Revision date: 01/01/04

Application

To All Staff And Youth Of Community Residential Programs Facilities

Authority: TCA 37-5-106

Policy

Procedures shall be established at each facility for the receiving, identifying, inventorying, recording, and the securing of personal property of all admitted youth.

Procedures

A. Limits on property 1. Allowable property

The supervisor of each facility must determine the types and amount of allowable personal items for youth and at what stages of treatment in the program the youth will be allowed to have them.

2. Disallowed property

Each program supervisor must determine which personal property items will not be allowed.

B. Inventory

1. Staff must inventory property classified as non-consumable items.

- ◆ At the time of each youth's entry, staff must complete form CS-0162, *Personal Property Inventory*, listing all non-consumable items brought to the facility for the youth.
- ◆ Personal property retained in storage at the facility will be itemized on a written list that will be maintained in the youth's file. The youth will be provided a copy of the list for his/her records.
- ◆ The staff member completing the form and the youth must sign the inventory.
- ◆ When an article is brought into the facility or permanently taken from the facility, the staff member and youth must initial the item where it is listed on the inventory.

2. Contents of listings

When possible, the make, model, and serial number of non-consumable items must be included in the inventory list.

3. Marking of items

Each item listed must be marked in a manner that easily identifies it.

4. Discrepancies

If there is a discrepancy between the youth's property present at the facility and the property listed on CS-0162, *Personal Property Inventory*, the facility supervisor/designee must promptly investigate and make a diligent effort to locate the missing property. Youth will be kept advised of the investigation effort.

5. Upon release

Upon the youth's release, staff must ensure that the youth signs form CS-0162, *Personal Property Inventory*, indicating that he/she has received all of his/her property. Staff must place this form in the youth's case file.

C. Contraband/dis-allowed property

1. Staff must confiscate and handle contraband in accordance with DCS policy [27.21, Contraband](#) at DCS Community

Residential Facilities.

2. Staff must store or secure disallowed property until family members or other authorized persons can receive the items from the facility.

D. Searches before leaving premises

Staff must search a youth's belongings before the youth is allowed to leave the facility on pass to confirm the personal identification markings on all items the youth intends to take on pass.

E. Unclaimed belongings (AWOL youth)

1. Immediate inventory

In the event that a youth runs away from a facility or fails to return from pass, staff must immediately inventory the youth's clothes and other belongings and securely store them at the facility for thirty (30) days.

2. Notice after thirty (30) days

After thirty (30) days, the facility supervisor must notify the youth's parent/guardian by registered mail that they may claim the youth's belongings. The notice must include a statement that the belongings become the facility's property if not claimed within 30 days.

3. Disposition

- a) Unclaimed clothing may be issued to other youth as needed.
- b) Other unclaimed items may be put into use for the general population or donated to a charitable organization.

F. Forwarding for transferring youth

If a youth is transferred to another facility, the sending supervisor or designee must forward the youth's property to the receiving facility. This transfer of property must be documented on form CS-0162, *Personal Property Inventory* and placed in the youth's case file.

G. Property claims against state

If a youth believes that the state is responsible for the loss, damage, or destruction of his/her personal property, the facility supervisor or designee must advise the youth about filing with the Board of Claims and must provide assistance, if necessary.

Forms

CS-0162 Personal Property Inventory

Collateral Documents

None

Standards

3-JCRF-3D-06

DCS Practice Model Standard- 8-306